

ENCLOSURE 2.

Directions for Completing the MEDCOM Form 676-R (V 2.00) in the LOTUS NOTES “Lab Submissions & Sample MGMT” Database for **Lab Sample Submission**

GENERAL – a separate MEDCOM (MC) 676-R must be completed for each different commercial source and/or government facility that originally ‘produced’ or subsequently further processed the sample; i.e., each different manufacturer, packer, etc. The only exception to this is when submitting samples associated with a suspected foodborne illness (FBI). All samples pertaining to the FBI may be included on a single MC 676-R but any producer/manufacturer information should be provided as a separate attachment sent with sample. If submitting more than 6 items from a single supplier, complete a new 676-R.

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Block 1 – utilize the “arrow” drop down box, locate and select your unit that is shipping the sample(s). The full name of your unit with mailing address will then appear in block. You must select from the choices in the drop down box, you cannot manually enter unit information. If for some reason you cannot locate your unit or want additional units to receive a copy of the final lab report, indicate this in Block 12 (Remarks). **IRC** automatically fills-in after selecting your unit.

Block 2 – provide a point of contact and telephone number for an individual the laboratory can contact if additional information about the samples is required. **Station identification number** automatically fills-in after selecting unit in block 1.

Block 3 – DO NOT complete this block. For use during food sample management, ONLY.

Block 4 – check the appropriate box for the laboratory that you are sending the sample to.

Block 5 – provide a **COMPLETE** name, address and phone number for the last entity that produced or further processed the sample. For example:

1. Potato salad is produced in bulk 5-pound containers by the XYZ Salad Co. and shipped to the local commissary. If the veterinary food inspector opened a new 5-lb container and aseptically obtained a sample, then the XYZ Salad Co. would be the producer.
2. If commissary deli workers repack the above potato salad in their own containers for sale to the consumer, then the commissary would then be the sample source since they repacked the item.

Block 5 (continued)

3. The commissary meat market obtains ground beef in 5-pound chubs from the packing plant. A sample taken directly from the chub should show the packing plant as the source. However, if the product is reground by market personnel and then packed for retail sale, the commissary becomes the source.
4. A sandwich is prepared by the operator of the snack bar at the local bowling alley from Oscar Mayer bologna and Kraft American cheese. The proper source would be the bowling alley snack bar since the items were 're-processed' by the snack bar personnel.
5. A cheeseburger prepared by the local AAFES Burger King should show the restaurant as the supplier.

For commercial manufacturer/vendor items produced at U.S. establishments provide the name, address, and telephone information for the origin production plant.

For commercial manufacturer/vendor items produced at foreign establishments provide, as a minimum the name of the country in which the sample was produced. If the name and address of the production plant is not available, provide that information for the importer, exporter, or distributor.

On government produced items provide the name, address, and telephone information for the particular military establishment (e.g. AAFES Robin Hood, Albany MCLB Commissary, Post Restaurant, NEXCOM Mini-Mart, etc...) that produced the sample.

Include any plant codes found on the product or packing case (IMSL, USDA, etc.). This code should correspond to the producer or manufacturer's address listed. If the supplier is listed in the VETCOM Directory of Approved Sources, include the VC number assigned to that supplier.

Use caution when providing addresses from product labels. In many cases they are for corporate offices, not the actually processing plant.

Block 6 – utilize the “arrow” drop down box, locate and select the reason the sample(s) are being submitted.

Regardless of the reason for submitting the sample, provide all known details and pertinent information that may be useful for the lab Block 12 (Remarks) or on a separate sheet of paper.

In the event of a possible foodborne illness investigation, please contact the laboratory for guidance prior to submission.

In the event the samples were drawn during a Sanitation Audit, utilize the “arrow” drop down box, locate and select the type of audit being performed.

Block 7 – utilize the “arrow” drop down box, locate and select where the item was physically sampled. If you select “Other”, utilize Block 12 (Remarks), to further explain in detail where the sample was selected.

Block 8 – enter the date the sample was collected in both spaces provided. Date must be entered as dd/mmm/yy (i.e., 10 Jun 03).

Block 9 – utilize the “arrow” drop down box, locate and select the condition the sample was shipped. Products should be shipped under the same conditions that they are stored/sold; i.e., ice cream must be shipped with dry ice to remain frozen; dry goods, MREs, etc. can be shipped at room temperature; refrigerated products such as chilled dairy, luncheon meats, FFV, etc., must be shipped chilled, with chemical ice packs or wet ice.

Utilize the “Description” section to indicate the temperature conditions for this shipment. In the case of chilled samples, indicate what sample is included as a ‘temperature pilot’ for the laboratory to use to monitor the package temperature upon arrival.

Blocks 10 & 11 – DO NOT complete this block. For use during food sample management, ONLY.

Block 12 – use to provide any additional information pertinent to this submission.

Block 13 - utilize the “arrow” drop down box, you must select **YES**.

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(You must select the “Create Page 2” button at the top of the form to open page 2)

Block 14 – provide as much information as possible about each sample:

Submitter Sample Number – a unique number assigned by the submitter that should correspond to a label on the product.

Sample Description – brief description of the sample (tuna sandwich, cooked shrimp, whole milk, etc.)

Brand Name – specific product brand (Oscar Mayer, Reser’s, Fresh Express, etc.)

Universal Product Code (UPC) – from product label

Sell by/Use by Date/Pasteurization Date – from product container/package. Enter date as indicated on package.

Can Code/Lot Number – any product code from package

Sample Weight/Volume – from product label

Quantity Submitted – how many/how much of this item was sent

Block 14 (continued)

Unit of Issue – how is the product sold? (each, bottle, can, 6-pack, pound, etc.)

Total Cost – DO NOT complete this block. For use during food sample management, ONLY.

Disposition – DO NOT complete this block. For use during food sample management, ONLY.

NOTES:

It is important to use separate MEDCOM Form 676's for each different origin plant and/or government production site. This ensures the final reports contain results that are unique to a specific manufacturer/production source and that the laboratory can track all samples that may require medical-hold actions, market withdrawals, and/or recalls.

Do not complete the Grey Section "For Laboratory Use Only". The lab will complete this section.

Do not complete the "Completed Results Attached" section. Again the lab will complete this section. When the lab results are complete the lab will select "YES" in this section and attach the lab results in the "Results" section. Making this database the sole submitting and reporting database.